
City of Mattoon

Janitorial Contract – Invitation to Bid

The City of Mattoon is requesting bids for janitorial service at the city buildings. Specifications and requirements may be obtained from the Mattoon City Hall, 208 N. 19th Street, Mattoon, IL, 61938 or by calling City Hall at 217-235-5654.

Bids will be received until 3:00 p.m. on Tuesday, October 27, 2009 at the City Clerk's Office in Mattoon City Hall, 208 N. 19th Street, Mattoon, IL. Any bid received after this date and time will not be accepted. Bids will be publicly opened and read at Mattoon City Council Chambers at that time.

The City of Mattoon reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

TERM

The contract term will be from November 9, 2009 to November 8, 2010. The contract includes two one-year renewal options at the option of the City, with increases allowed up to the most recent 12 month average increase of the Chicago CPI as monitored by the Bureau of Labor Statistics.

INSURANCE

The Contractor shall procure and maintain, at its own expense, the following insurance:

- a. Worker's Compensation within the minimum statutory limits as provided by Illinois law. Workers Compensation shall include waiver of subrogation in favor of the City, alternate employer endorsement, and name the city of Mattoon as an additional insured on all policies.
- b. General Liability Insurance on an occurrence basis with minimum limits of:
 - \$1,000,000 Bodily Injury per Occurrence
 - \$1,000,000 Property Damage
 - or
 - \$1,000,000 Combined Single Limit

The City of Mattoon shall be listed as an additional insured as regards to operations. Coverage shall include Broad Form Property Damage, Contractual Liability and Completed Operations coverage. The City requires that these aggregate limits be maintained by the Contractor as required. Contractors insurance shall be primary and non-contributory and include waiver of subrogation. It is the responsibility of the Contractor and his insuring agent to provide the City with current certificates throughout the contract period, keeping the required limits in full force and effect.

FIDELITY BOND

The contractor shall produce and maintain, for the term of the contract and provide the City of Mattoon with proof of its existence, a Fidelity Bond with limits of \$50,000 covering the actions of any employees that will be working within any city facility.

BACKGROUND CHECKS

The contractor must submit to the Police Department requested information on any employee scheduled to work in the Police Department or Dispatch Center one week before the employee is scheduled to work. This will be used to perform a background check on the employee. The contractor will be informed if any employee is not allowed to work in those areas due to past criminal activity.

SUPPLIES

Contractor is required to supply all equipment and tools to perform the cleaning services. The city will provide all supplies to be placed for public use; i.e. toilet paper, hand towels, and soap.

FACILITIES TOUR

The city will conduct a pre-bid tour of all facilities included in the contract beginning at 9:00 a.m. on Tuesday, October 20, 2009 in the Mattoon City Council Chambers. Any contractor planning on submitting a bid is strongly encouraged to attend this tour.

Questions regarding bids should be directed to David Wortman, Public Works Director, at 217-235-5460, no later than Friday, October 23, 2009. Bids are legal and binding upon the bidder when submitted. The written bid documents supersede any verbal or written prior communications between the parties.

Award will be made to the vendor submitting the lowest responsive and responsible "Annual Total" bid that meet the specifications. With limited response, the City of Mattoon reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process.

Bids should be submitted no later 3:00 p.m. on Tuesday, October 27, 2009 and addressed or hand delivered to the City Clerk's Office in Mattoon City Hall, 208 N. 19th Street, Mattoon, IL in a sealed envelope:

Bid Project: Janitorial Service
City of Mattoon
Attn: City Clerk
208 N. 19th Street
Mattoon, IL, 61938

City of Mattoon
JANITORIAL CONTRACT SPECIFICATIONS

City Hall (208 N. 19th Street)

Twice weekly – Tuesday & Friday

- Remove trash – all areas
- Vacuum all accessible areas (including door mats)
- Restrooms – clean all toilets, fixtures, sanitize, and stock paper products
- Clean all glass/mirror surfaces including doors
- Clean all table tops
- Sweep and mop all flooring
- Elevator – sweep and mop, clean doors inside and out
- Stairs and Landings – sweep, and mop

Monthly – First Week of Month

- Dust window sills, ledges, counters, tabletops, chairs, baseboards, pictures, and plaques
- Spot clean carpet as necessary
- Dust mop basement hallways
- Wet mop basement hallways

Quarterly – January, April, July, October

- Buff floors

Annually – First week of May

- Strip and wax floor

Police Department (1710 Wabash Avenue)

Twice weekly – Monday & Thursday

- Remove trash – all areas
- Vacuum all accessible areas (including door mats)
- Restrooms – clean all toilets, fixtures, sanitize, and stock paper products
- Clean all glass/mirror surfaces including doors, table tops
- Sweep and mop all flooring
- Elevator – sweep and mop, clean doors inside and out

Monthly – First Week of Month

- Dust, mop, and wax all tile floor areas, and stairways
- Sally port – clean floor traps

Quarterly – February, May, August, November

- Buff floors
- Shampoo carpet

Annually – Second week of May

- Strip and wax floor

Dispatch Center (1700 Wabash Avenue)

Weekly – Wednesday

- Remove trash
- Dust, mop and wax floors
- Restrooms – clean toilets, fixtures, wet mop floors, and paper stock
- Clean tabletops and counters
- Clean all glass, windows, and mirrors

Quarterly – February, May, August, November

- Buff floors

Annually – Second week of May

- Strip and wax floor

Raymond Senteney Pistol Range (Lake Road)

Quarterly – February, May, August, November

- Sweep and mop floor
- Dust
- Restrooms – clean toilets, fixtures, wet mop floors, and paper stock
- Clean tabletops and counters
- Clean all glass, windows, and mirrors

Burgess Osborne (1701 Wabash Avenue)

Weekly - Wednesday

- Remove trash
- Vacuum – sweep and mop
- Dust
- Restrooms – clean toilets, fixtures, wet mop floors, and paper stock
- Clean tabletops and counters
- Clean all glass, windows, and mirrors

Quarterly - February, May, August, November

- Buff floors

Annually - Second week of May

- Strip and wax floor

Demars Center (Peterson Park)

Weekly - Thursday

- Remove trash
- Vacuum – sweep and mop
- Restrooms – clean toilets, fixtures, wet mop floors, and stock paper
- Clean tabletops and counters
- Clean all glass, windows, and mirrors
- Check refrigerator and clean

Quarterly - January, April, July, October

- Buff floors
- Clean stove/refrigerator inside and out

Annually - First week of May

- Strip and wax floor (Tiled area only)

Peterson House (Peterson Park)

Quarterly- January, April, July, October

- Vacuum – sweep and mop
- Restrooms – clean toilets, fixtures, wet mop floors, and stock paper
- Clean tabletops and counters
- Clean all glass, windows, and mirrors
- Dust and clean stair rail

Library (1600 Charleston Avenue)

Monday, Wednesday, and Friday

- Bathrooms
 - Sinks
 - Mirrors
 - Stall handles
 - Toilets
 - Door handles
 - Sweep and mop floors
 - Fill toilet paper, paper towels, and soap dispensers
- Tables – wipe down all public table tops
- Wipe down the top of both main circulation desks.
- Take out trash (including outside trash can and butt holder)
- Collect recycling and leave in recycling center for CCAR to pick up
- Sweep and mop entrances
- Windows in all doors and offices
- Clean elevator

Weekly - Tuesday

- Vacuum all floors
- Sweep and mop basement
- Wipe down doors
- Sweep sidewalks and pick up trash on ground

- Dust displays and computers

Quarterly- March, June, September, December

- Wood oil main circulation desks and all furniture
- Clean and disinfect both kitchens
- Clean main windows around the building
- Wipe down all chairs in public areas

Various locations

- Emergency call out for nights and weekends – hourly rate (minimum two hours)

City of Mattoon - Janitorial Contract Bid Proposal Form

City Hall (208 N. 19th Street)	Price per cleaning	Number of cleanings	Total Costs
Twice weekly – Tuesday & Friday		104	
Monthly – First Week of Month		12	
Quarterly – January, April, July, October		4	
Annually – First week of May		1	
	City Hall Subtotal		

Police Building (1710 Wabash Ave)	Price per cleaning	Number of cleanings	Total Costs
Twice weekly – Monday & Thursday		104	
Monthly – First Week of Month		12	
Quarterly – February, May, August, November		4	
Annually – Second week of May		1	
	Police Building Subtotal		

Dispatch Center (1700 Wabash Ave)	Price per cleaning	Number of cleanings	Total Costs
Weekly – Wednesday		52	
Quarterly – February, May, August, November		4	
Annually – Second week of May		1	
	Dispatch Center Subtotal		

Burgess Osborne (1701 Wabash Ave)	Price per cleaning	Number of cleanings	Total Costs
Weekly - Wednesday		52	
Quarterly - February, May, August, November		4	
Annually - Second week of May		1	
	Burgess Osborne Subtotal		

Pistol Range (Lake Road)	Price per cleaning	Number of cleanings	Total Costs
Quarterly – February, May, August, November		4	
	Pistol Range Subtotal		

Demars Center (Peterson Park)	Price per cleaning	Number of cleanings	Total Costs
Weekly - Thursday		52	
Quarterly - January, April, July, October		4	
Annually - First week of May		1	
	Demars Center Subtotal		

Peterson House (Peterson Park)	Price per cleaning	Number of cleanings	Total Costs
Quarterly- January, April, July, October		4	
	Peterson House Subtotal		

Library (1600 Charleston Avenue)	Price per cleaning	Number of cleanings	Total Costs
Weekly - Monday, Wednesday, and Friday		156	
Weekly - Tuesday		52	
Quarterly- March, June, September, December		4	
	Library Subtotal		

Various locations	Price per hour	Number of hours	Total Costs
Emergency call out (minimum two hours)		10	
	Various Subtotal		

City Hall Subtotal	
Police Building Subtotal	
Dispatch Center Subtotal	
Burgess Osborne Subtotal	
Pistol Range Subtotal	
Demars Center Subtotal	
Peterson House Subtotal	
Library Subtotal	
Various Subtotal	
ANNUAL TOTAL	

TO: City of Mattoon
Attn: City Clerk
208 N. 19th Street
Mattoon, IL 61938

To whom it may concern:

As per the “Janitorial Contract – Invitation to Bid” dated October 9, 2009, the undersigned proposes provide the cleaning outlined in the attached document, for the sum indicated on the Bid Sheets (Page 7, 8, and 9). The undersigned certifies that he/she has read, understands, and will comply with all conditions and specifications as set forth in the bid document.

Date: _____ **Name:** _____

Title: _____ **Signature:** _____

Address: _____ **Company:** _____

Work phone: _____ **City/Zip:** _____